Greetings:

Please see the information below for the steps that need to be taken when making changes to class sections that have an impact on students.

Examples include but are not limited to:

- Changing the days and/or times of classes with enrollment
- Adding days or time to arranged sections with enrollment
- Changing the number of credits for classes with enrollment
- Changing the session of a class (8 week 1, 8 week 2, Semester Length, and Mini)
- Changing the delivery method of a course
- Changing the grading basis of a course

Please adhere to the following steps:

1. Registrar’s Office is notified via a section correction form that a class is being cancelled due to any of the examples listed above (please indicate reason for change in note section on the section verification form).

2. Registrar’s Office is notified of the new class information. All departments utilizing E-Forms should submit the new class information via the section correction form used to cancel the course.

3. Steps #1 and #2 should take place at the same time if possible. Please provide three options of day and time in ranked order. Standard procedures in place for departments where Dean’s Office approval is required remain in effect.

4. Inform the instructor of record that when a course is cancelled in PeopleSoft, the associated Blackboard course will be disabled. This makes the course inaccessible to everyone – students, instructor, and system administrator. The instructor should be given an opportunity to export the course before the course is cancelled so that it can be imported into a new Blackboard course. It may not be possible to restore
submissions in a course once it has been disabled, the instructor should download an archive of their Blackboard course prior to cancelation.

- How to Export a course package
- How to Import a course package
- If you need to restore a disabled course, contact the ITS Help Desk

Please contact ITS directly with questions related to Blackboard at 518-442-4000 or askIT@albany.edu.

5. Departments must notify students regarding the cancelled class section and inform them of any information necessary regarding re-enrolling in the new class section including how to obtain new permission numbers to make the process seamless for students. We strongly suggest that you provide any additional information that might be helpful to the student (e.g., suggesting like courses within your department). The following query is being provided for your convenience in the event you need to contact students: UASR_CLASS_ROSTR_VW_EMAIL

   a. Student e-mails are not directory information and should not be shared. If you are emailing multiple individuals please BCC the students. Please remember that student ID numbers are considered PII and should not be shared via e-mail without encryption.

The query UASR_CLASS_ROSTR_VW_EMAIL will prompt you for term and class #. Enter the term and class # of the cancelled class. The query will return the following data: Student ID#, Student Name, Grading Basis of Course, Units Taken (credits), Student’s Primary Program, Student’s Academic Level, Student’s Status, and most importantly - the student’s e-mail address. We have included a template letter for your convenience, as well. Please feel free to modify as you see fit.

Sample letters:

Greetings:

We are writing to inform you that class XYZ has been cancelled and dropped from your schedule. We apologize for any inconvenience this may cause.

We have scheduled a new class section (include class #) – the dates and times are as follows: _____. If you wish to select this class you may do so via MyUAlbany (include permission number if applicable). Should this new class not be a suitable option for you and you need to select an entirely different course, we recommend you consult your advisor.

As with any change in your schedule, please be advised that enrollment changes may impact your eligibility for financial aid for the current term and/or future terms. Please consult the Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.

Thank you for your patience,
Department XYZ

OR in the event a new section is not scheduled:

Greetings:

We are writing to inform you that class XYZ has been cancelled and dropped from your schedule. We apologize for any inconvenience this may cause.

We regret to inform you that we are unable to offer this class this semester. If you need to select an entirely different course, we recommend you consult your advisor.

As with any change in your schedule, please be advised that enrollment changes may impact your eligibility for financial aid for the current term and/or future terms. Please consult the Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.

Thank you for your patience,

Department XYZ

We hope you find the query and the examples helpful. If you have questions about the process, please call 518-442-5540 or e-mail scheduling@albany.edu.